

**COMPLIANCE CHECKLIST****► Dietary Facilities**

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000. Applicants must verify project compliance with all the requirements of the Guidelines, Licensure Regulations & Policies when filling out this Checklist, and must include the DPH Affidavit when submitting project documents for self-certification or abbreviated review.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

**Instructions:**

1. The Checklist must be filled out completely with each application.
2. Each requirement line (\_\_\_\_) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (\_\_\_\_) next to the section title. If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

**X** = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

**E** = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

**W** = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

Dates:

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Initial: .....

Facility Address:

Revisions: .....

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Satellite Name: (if applicable)

DON Identification: (if applicable)

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Satellite Address: (if applicable)

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Project Reference:

Building/Floor Location:

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**ARCHITECTURAL REQUIREMENTS****MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- |          |   |   |
|----------|---|---|
| 7.18.B1  | <input type="checkbox"/> Receiving/control area<br><input type="checkbox"/> separate from general receiving area<br><input type="checkbox"/> control station<br><input type="checkbox"/> space for loading, uncrating & weighing supplies   |   |
| 7.18.B2  | <input type="checkbox"/> Storage spaces<br><input type="checkbox"/> convenient access from receiving & to food prep.<br><input type="checkbox"/> access by means other than food prep. area<br><input type="checkbox"/> storage for bulk, refrigerated & frozen foods<br><input type="checkbox"/> capacity for at least 4 days of supplies<br><input type="checkbox"/> all food storage provided at least 12" above floor | <input type="checkbox"/> Vent. min. 2 air ch./hr  |
| 7.18.B3  | <input type="checkbox"/> Separate room for storage of cleaning supplies & non-food items  | <input type="checkbox"/> Vent. min. 2 air ch./hr  |
| 7.18.B4  | <input type="checkbox"/> Storage for kitchen/dining equipt. & supplies  |   |
| 7.18.B5  | <input type="checkbox"/> Food preparation:<br><input type="checkbox"/> patient food prep. area located near delivery, interior transportation & storage<br><input type="checkbox"/> work spaces for cooking, baking, thawing & portioning<br><input type="checkbox"/> located near tray assembly and dining area(s)   | <input type="checkbox"/> Handwashing station<br><input type="checkbox"/> Vent. min. 10 air ch./hr<br><input type="checkbox"/> negative pressure<br><input type="checkbox"/> air exhausted to outdoors       |
| 7.18.B6  | <input type="checkbox"/> Assembly & distribution:<br><input type="checkbox"/> patient tray assembly area<br><input type="checkbox"/> located near food preparation area   |   |
| 7.18.B7  | <input type="checkbox"/> Food service cart system:<br><input type="checkbox"/> space for storage, loading, distribution, receiving & sanitization of food service carts<br><input type="checkbox"/> cart circulation<br><input type="checkbox"/> not through food preparation area<br><input type="checkbox"/> avoids crossing of soiled & clean carts  |   |
| 7.18.B8  | <input type="checkbox"/> Dining area spaces for ambulatory patients, staff & visitors<br><input type="checkbox"/> separate from food preparation area   |   |
| 7.18.B9  | <input type="checkbox"/> Vending services<br><input type="checkbox"/> separate from dining area<br><input type="checkbox"/> coin-operated machines & bill changers<br><input type="checkbox"/> seating area   | <input type="checkbox"/> Handwashing station  |
| 7.18.B10 | <input type="checkbox"/> Area for receiving soiled tableware<br><input type="checkbox"/> adjacent to ware washing<br><input type="checkbox"/> separate from food preparation areas  | <input type="checkbox"/> Handwashing station<br><input type="checkbox"/> Vent. min. 10 air ch./hr<br><input type="checkbox"/> negative pressure   |
| 7.18.B11 | <input type="checkbox"/> Ware washing facilities<br><input type="checkbox"/> layout prevents crossing of clean & soiled traffic<br><input type="checkbox"/> layout allows transfer of clean wares to storage or dining area, without entering food prep. area   | <input type="checkbox"/> air exhausted to outdoors<br><input type="checkbox"/> Min. 180°F final rinse temperature<br><input type="checkbox"/> Vent. min. 10 air ch./hr<br><input type="checkbox"/> negative |
| 7.18.B12 | <input type="checkbox"/> Pot washing facilities<br><input type="checkbox"/> provisions for drying & storage of pots & pans  | <input type="checkbox"/> air exhausted to outdoors<br><input type="checkbox"/> Multi-compartment sink(s)  |
| 7.18.B13 | <input type="checkbox"/> Food waste storage room<br><input type="checkbox"/> located near food prep. & ware washing<br><input type="checkbox"/> separate from food preparation area<br><input type="checkbox"/> direct access to hospital's waste collection & disposal facilities  |   |
| 7.18.B15 | <input type="checkbox"/> Office for food service manager  |   |
| 7.18.B16 | <input type="checkbox"/> Staff lockers & toilets<br><input type="checkbox"/> for exclusive use of dietary staff<br><input type="checkbox"/> convenient to food preparation area<br><input type="checkbox"/> no direct access to food preparation area   | <input type="checkbox"/> Handwashing station<br><input type="checkbox"/> Vent. min. 10 air ch./hr (exhaust)   |

**ARCHITECTURAL REQUIREMENTS**

- 7.18.B17 ☐ Housekeeping room  
                   ☐ for exclusive use of dietary department  
                   ☐ storage for equipment & supplies
- 7.18.C ☐ Dietary Equipment  
                   ☐ Ice making equipment  
                   ☐ walk-in coolers, refrigerators & freezers insulated at floor, walls and top  
                   ☐ exit release mechanism included at all walk-in units  
                   ☐ corrosion-resistant, easily cleaned shelving capable of supporting load of 100 lbs./lin ft

**MECHANICAL/PLUMBING/  
ELECTRICAL REQUIREMENTS**

- ☐ Service sink or floor receptor  
☐ Vent. min. 10 air ch./hr (exhaust)  
☐ Refrigerators & coolers can maintain 32°F  
☐ Freezers can maintain -20°F  
☐ Temperature control within 2°F  
☐ Temperature controls: exterior digital display, high & low alarms, & automatic alarm time record  
☐ Interior lighting in all walk-in units  
☐ Auto shut-off on all cooking equipment

**GENERAL STANDARDS****Details and Finishes**

- ☐ Staff corridors  
                   ☐ min. corridor width 5'-0" (7.28.A2)
- ☐ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)
- ☐ Doors (7.28.A4-A8):  
                   ☐ all doors are swing-type  
                   ☐ doors do not swing into corridor
- ☐ Handwashing sinks anchored to withstand 250 lbs.
- ☐ Vertical clearances (7.28.A20):  
                   ☐ ceiling height min. 7'-10", except:  
                   ☐ 7'-8" in corridors, toilet rooms, storage rooms  
                   ☐ sufficient for ceiling mounted equipment  
                   min. clearance under suspended pipes/tracks:  
                   ☐ 6'-8" AFF
- ☐ Floors (7.28.B4):  
                   ☐ floors easily cleanable & wear-resistant  
                   ☐ food service area floors water & acid resistant  
                   ☐ non-slip floors in wet areas  
                   ☐ wet cleaned flooring resists detergents
- ☐ Walls (7.28.B6):  
                   ☐ wall finishes are washable  
                   ☐ smooth/water-resist. finishes at plumbing fixtures
- ☐ Ceilings:  
                   ☐ washable ceiling tiles with gasketed & clipped down joints in food preparation areas

**Mechanical (7.31.D)**

- ☐ Mech. ventilation provided per Table 7.2  
☐ Exhaust fans located at discharge end  
☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes  
☐ Contaminated exhaust outlets located above roof  
☐ Ventilation openings at least 3" above floor  
☐ Central HVAC system filters provided per Table 7.3  
☐ Makeup air provided for exhaust hoods, to maintain proper air pressures and ventilation rates

**Plumbing (7.31.E)**

- ☐ Handwashing station equipment  
                   ☐ handwashing sink  
                   ☐ hot & cold water  
                   ☐ single lever or wrist blades faucet  
                   ☐ soap dispenser  
                   ☐ hand drying facilities
- ☐ Sink controls (7.31.E1):  
                   ☐ hands-free controls at all handwashing sinks  
                   ☐ blade handles max. 4½" long
- ☐ Condensate lines protected from freezing
- ☐ Floor drains & floor sinks include removable covers for cleaning
- ☐ Floor drains at all wet equipment
- ☐ Stainless steel mesh & grille covers at floor drains
- ☐ Cover removal for cleaning at floor sinks/drains
- ☐ No exposed pipes at walls or ceiling in food prep. or storage areas
- ☐ All grease traps accessible from outside building

**Electrical (7.32)**

- ☐ All occupied building areas shall have artificial lighting
- ☐ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)
- ☐ Emergency power (7.32.H)  
                   ☐ emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110  
                   ☐ emergency power source provided with fuel capacity for continuous 24-hour operation